

# Secretary for UCR Program

## Administrative Secretary I

Agency Name:	<b>Dept. of Public Utilities</b>
Official Title:	<b>Administrative Secretary I</b>
Functional Title:	<b>Secretary for UCR Program</b>
Occupational Group:	<b>Clerical</b>
Position Type:	<b>Civil Service</b>
Full-Time or Part-Time:	<b>Full-Time</b>
Salary Range:	<b>\$35,421.62 to \$50,216.14 Annually</b>
Bargaining Unit:	<b>01</b>
Shift:	<b>Day</b>
Confidential:	<b>No</b>
Number Of Vacancies:	<b>1</b>
City/Town:	<b>Boston</b>
Region:	<b>BOSTON</b>
Facility Location:	
Application Deadline:	<b>06-11-2008</b>
Apply Online:	<b>No</b>
Posting ID:	<b>J15096</b>

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### Duties:

Monitors assigned UCR and transportation activities; confers with agency staff; maintains liaison with others; reviews and analyzes data concerning transportation oversight activities; prepares reports; responds to inquiries; compiles data; and performs related work as required. Issues motor bus driver certificates, motor carrier decals and maintain records.

The basic purpose of this work is to provide administrative support in connection with assigned unit activities such as processing applications, processing and recording monetary transactions and records control.

### Qualifications:

**MINIMUM ENTRANCE REQUIREMENTS:** Applicants must have at least (A) four years of full-time, or equivalent part-time, experience in office work, or (B) any equivalent combination of the required experience and the substitutions below.

### Substitutions:

I. A diploma as evidence of graduation from the business or commercial course of a recognized high school or vocational/technical high school may be substituted for a

maximum of one year of the required experience.\*

II. A diploma as evidence of graduation from a course other than the commercial or business course of a recognized high school or vocational/technical high school or possession of a Massachusetts high school equivalency certificate may be substituted for a maximum of eight months of the required experience.\*

III. A diploma for completion of a one year, full-time, or equivalent part-time, program in a recognized, non-degree granting business secretarial school above the high school level may be substituted for a maximum of one year of the required experience.\*

IV. An Associates or higher degree may be substituted for a maximum of two years of the required experience.\*

\*Education toward such a degree or diploma will be prorated on the basis of the proportion of the requirements actually completed.

NOTE: Educational substitutions will only be permitted for a maximum of two years of the required experience.

**SPECIAL REQUIREMENTS:** None.

**Preferred Qualifications:**

Excellent computer skills

**Comments:**

This is a Civil Service position.

Salary is commensurate with experience.

**How To Apply:**

Please mail cover letter and resume to:  
Timothy J. Shevlin, Jr.  
Executive Director  
Department of Public Utilities  
One South Station 2C  
Boston, MA 02110

posting ID J15096

**Agency Web Address:**

<http://www.mass.gov/dpu>

**Diversity Officer:**

Ms. Gail J. Soares, (617) 305-3692

An Equal Opportunity/Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.